

Rule 1.9

FORMS OF PAPERS - CIVIL AND CRIMINAL

(a) **Title Page.** The following information shall be stated upon the first page of every document and may be presented for filing single-spaced^{*}:

(1) The name, address, State Bar Attorney number, and telephone number of the attorney appearing for the party in the action or proceeding and whether the attorney appears for the plaintiff, defendant, or other party - in propria persona - shall be typewritten or printed in the space to the left of the center of the page and beginning at line one (1) on the first page. The space to the right of the center shall be reserved for the filing marks of the Clerk.

(2) The title of the Court shall commence on or below line six (6) of the first page.

(3) Below the title of the Court, there shall be inserted in the space to the left of the center of the paper the title of the action or proceeding. If the parties are too numerous for all to be named on the first page, the names of the parties only may be continued on the second or successive pages. All parties named in the case caption shall be separated by semicolons on any document that adds, deletes or modifies the named litigants. For all other pleadings filed in civil or criminal cases, it is sufficient to state the name of the first party on each side with an appropriate indication of the other parties, as provided by Rule 10(a), Federal Rules of Civil Procedure. All counsel/litigants are required to use proper capitalization and spacing to denote the correct spelling of the party names. In the space to the right of the center there shall be inserted (A) the number of the action or proceeding; (B) a brief description of the nature of the document, including demand for trial by jury if made in the document; and (C) mention of any notice of motion or affidavits or memorandum in support.

* A sample form is provided in Appendix C.

(b) **Case Numbering.** The number to be assigned to each case shall initially be placed thereon by the Clerk. Such number shall also include the designation "CR" for criminal cases and "CV" for civil cases, followed by the last two digits of the calendar year in which each case is filed; the number of the case in the order filed during each calendar year, followed by the designation of the division where filed, and ending with the initials of the Judge to whom the case is assigned. Phoenix and Prescott cases shall be numbered together, differentiated only by the designation "PHX" for Phoenix cases and "PCT" for Prescott cases. Tucson cases shall be designated "TUC" for Tucson cases.

CV-98-1-PHX-RCB CR-98-1-PCT-EHC

CV-98-2-TUC-ACM CR-98-2-PHX-PGR

CV-98-3-PCT-ROS CR-98-3-TUC-JMR

(c) **Pleadings and Other Papers.**

(1) All pleadings and other papers shall be submitted on unglazed paper 8 ½ inches by 11 inches and shall be signed as provided in Rule 11 of the Federal Rules of Civil Procedure. Documents intended for filing shall be presented to the Clerk's Office without being folded or rolled and shall be kept in flat files. The body of all documents shall be typed double-spaced and shall not exceed 28 lines per page; they shall not be single-spaced except for footnotes and indented quotations. All pleadings, motions and other original papers filed with the Clerk shall be in a fixed-pitch type size no smaller than ten (10) pitch (10 letters per inch) or in a proportional font size no smaller than 13 point. The left margin shall not be less than 1 ½ inches and the right margin shall not be less than ½ inch. All documents presented for filing shall be stapled in the upper left-hand corner. Documents which are too large for stapling should be bound with a metal prong fastener at the top, center of the document. Documents filed by incarcerated persons are exempt from the stapling and fastening requirements.

(2) In civil cases when a party requests specific relief, except for dismissal or summary judgment pursuant to Federal Rules of Civil Procedure 12(b) or 56, the party must lodge with the Clerk a separate proposed order.

(3) Proposed orders prepared for the signature of a United States District Judge or a Magistrate Judge must be prepared on a separate document containing the heading data required by subparagraphs (a)(2) and (3) above as appropriate, and must not be included as an integral part of stipulations, motions, or other pleadings. The proposed order must not contain any information identifying the party submitting the order. The following uniform signature block must be contained in the proposed order as indicated below (Magistrate Judges should be adapted accordingly):

DATED this _____ day of _____, 20____.

(Judge's Name)

United States District Judge

(d) **Amended Pleadings.** Any party filing an amended pleading shall retype the entire pleading and may not incorporate any part of the preceding pleading, including the exhibits, by reference.

(e) **Attachments to Pleadings and Memoranda.**

(1) Attachments. No copy of a pleading, exhibit or minute entry which has been filed in a case shall be attached to the original of a subsequent pleading, motion or memorandum of points and authorities.

(2) Incorporation by Reference. If a party desires to call the Court's attention to anything contained in a previous pleading, motion or minute entry, the party shall do so by incorporation by reference.

(3) Authorities Cited in Memoranda. Copies of authorities cited in memoranda shall not be attached to the original of any motion or memorandum of authorities.

(4) Attachments to Judge. Nothing herein shall be construed as prohibiting a party from attaching copies of pleadings, motions, exhibits, minute entries or texts of authorities to a copy of a motion or memorandum of points and authorities delivered to the District Judge or Magistrate Judge to whom the case has been assigned. Any such attachments or authorities provided to the District Judge or Magistrate Judge must also be provided to all other attorneys.

(5) **Sanctions.** In addition to any other sanctions, for violation of this Rule, the Court may order the removal of the offending document and charge the offending party or counsel such costs or fees as may be necessary to cover the Clerk's costs of filing, preservation, or storage.

(f) **Copy for Judge.** A clear, legible copy of every pleading or other document filed shall accompany each original pleading or other document filed with the Clerk for use by the District Judge or Magistrate Judge to whom the case is assigned and additional copies for each Judge in three-judge cases.

(g) **Civil Cover Sheet.**

(1) The Clerk is authorized and instructed to require a complete and executed AO form JS-44, Civil Cover Sheet, which shall accompany each civil case to be filed.

(2) Persons filing civil cases who are at the time of such filing in custody of Civil, State, or Federal institutions, and persons filing civil cases *pro se*, are exempted from the foregoing requirements.

(h) **Corporate Disclosure Statement.** The disclosure statement required by Rule 7.1 of the Federal Rules of Civil Procedure and Rules 12(a)(1) and (2) of the Federal Rules of Criminal Procedure must be made on a form provided by the Clerk and must be supplemented if new information is obtained.